

**UPDATES TO:**  
**ELECTRONIC FILING**  
**REQUIREMENTS AND PROCEDURES**  
**(February 10, 2003 ed.)**

**Update 1:**

For questions or help with problems relating to CM/ECF:  
In the Southern Division call: (866) 878-1412 for any type of CM/ECF question.  
In the Northern Division call: (410) 962-2600. If your question relates to a pending case, give your case number and ask for the docket clerk assigned to that case.

**Update 2:**

When filing documents in a civil case which is exempt from electronic filing either because of the type of case or because the presiding judge has granted an exemption, make a parenthetical notation in the caption under the case number that the case is "Exempt from ECF."

**Update 3:**

When registering a foreign judgment, counsel should scan the certified copy of the judgment, AO 451 and any other documents from the sending court and submit them on diskette or CD. Counsel is responsible for maintaining the original documents until the latter of the judgment expiring or the conclusion of any appellate proceedings relating to collection efforts in this district.

**Update 4:**

If you electronically file a document in a case which is exempt from electronic filing, the link to the document will be reset so that it cannot be accessed by non-court users. You are required to submit the original and appropriate number of copies on paper within 48 hours.

**Update 5:**

When filing a new case with a motion for a temporary restraining order, you should submit two (2) paper copies of the complaint, motion and any other documents along with the PDF versions on diskette or CD. One copy will be sent to the assigned judge for his or her chambers file and the other copy will be sent to the chambers judge for review.

**Update 6:**

If you electronically file a document in the wrong case, the link to the document will be reset so that it cannot be electronically accessed by non-court users and you will be notified the document was filed in the wrong case. It is the filer's responsibility to refile the document in the correct case. If the filing in the correct case is untimely, the filer should request a *nunc pro tunc* extension of time.

**Update 7:**

Exhibits and other documents which can only be converted to PDF by scanning, should be scanned if they are less than 15 pages in length. Exhibits and other documents which would can only be converted to PDF by scanning and which are 15 pages or longer, may be filed in paper format following the procedures established for filing lengthy exhibits.

**Update 8:**

Documents which are certified, notarized or authenticated by other means, should be scanned and filed electronically if they are less than 15 pages in length. The filer is responsible for maintaining the original and making it available for inspection upon request by the court or another party. The original should be maintained at least until all appeals have been completed or the time for taking an appeal has expired. If the document is 15 pages or longer, you should file the original in paper format following the procedures for filing a lengthy exhibit.

**Update 9:**

You cannot electronically file a document *ex parte* in the CM/ECF system because of the electronic notification feature. Electronic notification is sent regardless of whether the document is filed electronically, in paper format, or under seal. If you have been directed to submit something *ex parte* or wish to request leave to do so, you should contact the chambers of the assigned district or magistrate judge for instructions on how to proceed. Chambers may permit you to submit the document directly to chambers either in paper format or by email to a chambers account.

**Update 10:**

Requests for letters rogatory and letters rogatory issued by another country are exempt from electronic filing.

**Update 11:**

When filing a notice of removal and copies of state court documents on diskette, each state court document should be a separate PDF. Do not scan all of the state court documents into a single PDF.

**Update 12:**

When filing a complaint or other document with multiple exhibits, each exhibit should be a separate PDF.

**Update 13:**

When filing a notice of service of motion to compel discovery, notice of service of response to motion to compel discovery, or notice of service of reply to response to motion to compel discovery, you should use the specific notices for these documents, not the generic Notice (other).

#### **Update 14:**

You will receive electronic notification of almost all docketing events in your cases including those which are exempt from electronic filing. There will **not** always be a link to an electronic document. Sometimes there is no document, only a docket entry. Sometimes there is no link because the document was filed in paper format.

#### **Update 15:**

If you receive a notice of electronic filing in a case where you are no longer representing a party, it is because your appearance was never officially struck. You need to file some type of notice or motion to be removed from the case. Do **not** reply to the notice of electronic filing. An email is not sufficient documentation for court staff to remove you from the case.

#### **Update 16:**

Do **not** reply to a notification of electronic filing except to report a problem with the notice or document. Using the reply feature of your email system to communicate with other counsel in the case is not an acceptable use of the system because court staff also receive the email. If you wish to communicate with other parties who are registered users, you may ascertain their email addresses from the notice, but should send them a separate email. If you wish to email a question or comment about CM/ECF to court staff, you should send it to:  
[MDD\\_Voyager@mdd.uscourts.gov](mailto:MDD_Voyager@mdd.uscourts.gov).

#### **Update 17:**

Do **not** email a document to the court asking that court staff file it for you **unless** you have been granted specific permission to do so by an operations supervisor.

#### **Update 18:**

Sample form notices and other documents are available on the court's web site in WordPerfect and Word format.

#### **Update 19:**

When a document is converted to PDF, frequently the pagination will change. When submitting a paper copy for chambers of a document that was filed electronically, print the paper copy from the PDF version of the document so that the pagination will match that of the official court record.